

**Center for Educational Performance and Information
MEIS Security Agreement to Access the
Administrator Data Review (ADR) Application**

Step 1. ISD Code: _____ ISD Name: _____

District Code: _____ District Name: _____

Step 2. The ADR Application produces reports that include student, personnel, safety and school directory information. Enter the name of the designated individual whom the superintendent/PSA chief administrator authorizes to view and download these reports through the ADR application.

Name

Title

E-mail Address

Phone Number

Step 3. Please check **only one** of the boxes below for the level of access you are requesting:

☐ **ISD Level:** View ISD, district, and school level reports. Skip to Step 5 below.

☐ **District Level:** View district and school level reports. Skip to Step 5 below.

☐ **School Level:** View school level reports for buildings indicated in Step 4 below.

☐ **CEPI/State User Only.**

Step 4. List the LEA or PSA building and school code for each of the schools/facilities you wish to view data reports.

School/Facility Name (Please use additional sheets as necessary.)

School/Facility Code

For the authorized individual: If you already have an MEIS account, go to Step 4. If you do not already have an MEIS account number, use Internet Explorer to access the Internet and go to the following URL: www.michigan.gov/meis. Click on the MEIS logo. On the next screen click on "**Create an MEIS Account.**"

Step 5. Authorized MEIS Account Number (e.g., A1234567): _____

Authorized MEIS Account Login Name (e.g., smithjan): _____

NOTE: If you are replacing a formerly authorized individual, please download and complete an MEIS Authorized User Removal Request Form. This document can be downloaded from the ADR Security Agreements Web page.

Step 6. For the individual to be authorized: ***Please sign below.***

CEPI requires that you agree to abide by the regulations that govern the use of student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99), as well as the Privacy Act of 1974 governing records maintained on individuals.

You may access a copy of FERPA from http://www.michigan.gov/documents/FERPA_34CFR99_119434_7.pdf and the Privacy Act from <http://www.usdoj.gov/foia/privstat.htm>.

By signing this agreement, I agree to comply with the requirements of FERPA and the Privacy Act of 1974.

Signature of Individual to be Authorized

Date

Step 7. For the superintendent/PSA chief administrator: ***Please Sign Below.***

I attest that the above-named individual is authorized by me to view and download education data reports at the appropriate level as indicated above.

Name of District/Agency

Date

Signature of Superintendent/PSA Chief Administrator

Printed Name and Title

Step 8. Mail or fax this form to:
DIT Client Service Center
235 S. Grand, Suite 304
Lansing, Michigan 48913
Fax #: (517) 241-8439
E-mail: Help-Desk@michigan.gov